

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

ATTENDANCE CAREER AND TECHNICAL EDUCATION DIVISION

Regular attendance is a necessary requirement in the learning process. The attendance policy calls attention to student absence when it occurs and enables the family, the home school district and the Career and Technical School to cooperate in helping the student to be successful in his/her Career and Technical Education program.

Attendance must be taken each day school is in session. The following procedures are in effect:

- Daily attendance is collected from teachers and maintained by the guidance office and entered into the student's permanent attendance record. **The teacher's attendance record is a legal document that may be subpoenaed by a court of law.**
- Attendance, along with a record of cumulative absences, is reported, in writing, as directed by the home school, DAILY, for those students absent on that day.
- Parents are notified by BOCES, in writing, of absences at 10, 20 and 30 days of absence intervals. Individual reports are made, by telephone, as necessary.